

## 207 NOTICE OF EXEMPTION

Any Charitable Organization claiming an exemption from registration as a Charitable Organization pursuant to §79-11-505 of the Act, must file the following with the Division prior to any solicitations:

- (A) A properly completed Notice of Exemption form along with the required documentation.
- (B) A Statement of Exemption will be issued by the Division upon receipt of the Notice of Exemption;
- (C) The Statement of Exemption will remain in effect until such time as notification is received by the Division of any change in the status of the Organization that would require registration or that the Organization is no longer soliciting contributions.
- (D) Any changes in information on file with the Division should be made within 30 days.

## 213 BOOKS AND RECORDS

Charitable organizations either registered with the Secretary of State or exempt from registration shall maintain accurate books and records of the solicitation activities of the organization for a period of at least three (3) years. Solicitation activities shall include all financial activities of the organization. The records shall be maintained at the offices of the charitable organization and shall be kept in an auditable format. By way of example such records shall include, but not be limited to, the following:

- (A) All check books, bank statements, cancelled checks and cash reconciliations of the organization;
- (B) All bills, statements and receipts (or copies thereof), paid or unpaid, relating to the business and operation of the organization;
- (C) Statements and records of all accounts, including savings accounts, basic checking accounts, interest-bearing checking accounts, money market deposit accounts, certificates of deposit, brokerage or other investment accounts, in which the organization is vested;
- (D) All written agreements (or copies thereof) entered into by the organization with any entity, person or otherwise relating to the business of the organization as such;
- (E) General and auxiliary ledgers (or other comparable records) reflecting asset, liability, reserve, capital, income and expense accounts;
- (F) Current minutes of the meetings of the organization's board of directors; and,
- (G) Copies of all solicitation materials.